

# COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445

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## AGENDA

### REGULAR MEETING OF THE BOARD OF DIRECTORS

>>> 4:30 pm Monday, Sept 21, 2015 <<<

Fort Ross Elementary School District – Multi-media Room

30600 Seaview Road

Cazadero, CA 95421

1. Call to Order Hughes
2. Adoption of the Agenda Hughes
3. Minutes Approval – Action Hughes
  - August 17, 2015 regular Board of Directors Meeting
  - August 20, 2015 Special Meeting
4. Privilege of the Floor – Public Comment
5. Old Business – Information or Action
  - JOG Update – Information Perry
  - District Administrator Performance Measures – Information Hughes
  - Resolution No. 238 – Final approval of the FY 16 Budget – Action Caley
  - Resolution No. 239 – Modification of signers on Exchange Bank – Action Caley
  - Ambulance Financing - Information Caley
  - CPR Training for the Board – DELAYED to NOV 16<sup>th</sup> at 4 p.m., CLSD Caley
6. New Business
  - Short-term cash flow financing Hughes
7. Reports
  - Committee Reports
    - Communication Bower/André
    - Finance Hughes
  - District Administrator Caley
8. Adjournment

Scheduled Board of Director meetings (4:30 at Bill Platt Training Center unless otherwise noted):

- Oct 19, 2015, 4:30 pm
- Nov 16, 2015, 4:30 pm



## MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS August 17th, 2015

**Call to Order.** Board President Hughes called the meeting to order promptly at 4:30 p.m. at the Bill Platt Training Center - CLSD Headquarters. Present: Directors Beaty, Hughes, Perry, Dodds and Schwartz. Also present: District Administrator Caley, OPS Manager Dilks, and District Fiscal Officer Rice.

**Adoption of the Agenda.** Director Dodds moved to adopt the agenda, Director Perry seconded, all ayes.

**Approval of Minutes: Aug 17<sup>th</sup>, 2015 Board Minutes.** Director Perry moved to approve the Minutes as submitted, Director Beaty seconded, all ayes.

### **Privilege of the Floor- Public Comment.**

Anthony Macedo, EMT, and Health Science and Medical Technology instructor with Mendocino Coast Office of Education, thanked the BOD for their support and the opportunity to announce the beginning of the next Emergency Medical Responder course to be held at CLSD Sept 29<sup>th</sup> – Dec 17<sup>th</sup>. Registration, cost, and implementation of publicizing the course were discussed as well as posting the flyer on the CLSD website.

### **Old Business-Information or Action:**

- **Joint Operating Group (JOG) Update and Information.**

Director Perry reported that a joint meeting among CLSD, RCMS and St Joseph's Hospital representatives was held on July 22. They offered to be a resource for bio-med services; examine potential of expanding specialty providers both with tele-med and on-site patient visits; explore the possibility of collaborating with RCMS as a site for a Residency Program, mobile mammography, and strategic planning as well as committing to attend the following month's JOG meeting in Gualala (Aug 19<sup>th</sup>). Director Perry also mentioned the resignation of Alice Diefenbach (JOG Community Representative) and the need for a replacement. Several applications were received at interviews TBD in the near future.

- **Board Planning & Goals – Information.**

Director Hughes reported that on Friday Aug 7<sup>th</sup> the BOD held a planning session to refine Short- and Long-Term planning and goals. The session was facilitated by Annan Paterson and also attended by DA Caley. President Hughes discussed five Short-Term and five Long-Term goals (see handouts) and will be further refined with Action Plans and timelines in the very near future.

- **DA Performance Measures**

BOD and CLSD staff have proposed performance measures for the DA. Priorities are Financial Management, relationship building with External Agencies and staff, and participating on the JOG. Measures will continue to be refined, prioritized and linked with the Board Planning and Goals.

- **Community CPR Training**

A brochure outlining the diverse types of District-wide CPR courses focused on training targeted groups and the community at large was presented along with time requirements and potential associated costs (if applicable). Discussed was the BOD's commitment for all members to be CPR certified. DA Caley made a friendly suggestion for other community Board of Directors to take on the same commitment. Family and Friends CPR

(Hands-Only CPR) will be taught at the CLSD BOD meeting on Monday October 19<sup>th</sup> at 4:00 p.m. at the Bill Platt Training Center at CLSD Headquarters. Other local community Boards are welcome to attend.

- **Ambulance Financing Update – Information.**

DA Caley stated financing options for the ambulance are still being explored but no decision made.

**New Business: (none)**

**Reports:**

- **Communication Committee: (deferred)**

- **Finance Committee:**

Director Beaty reported:

- Wittman (outsourced billing agency) was flowing and revenues of \$117K received
- Wittman is about to receive approval from MediCare (over 90 days) to bill on behalf of CLSD
- A Pre-Billing workflow, analysis, process improvements was developed and implemented and improving the billing processes.
- July and Aug PCRs have been submitted to Wittman
- July expenses are still pending

- **District Administrator.** DA Caley CLSD data from the previous FY and July of the current FY as included in the agenda package. Highlights include:

- Annual transports for the previous 8 years averaged 385. FY 14-15 was 493
- CLSD Run Data discussed runs Dispatched, ALS, BLS, Transports to/from RCMS, Dry Runs, Treat & Release, etc.
- Number of transports to the various area hospitals
- Median age of patients
- Primary reason for calls in District is related to falls of patients over 60 years of age and the need for a community-based program could be developed on Fall Prevention/Home Safety

DA congratulated the staff and organization for not having any Worker’s Comp claims in the previous year. This also reduces the cost of liability insurance.

- **District Fiscal Officer.** (reported by Director Beaty)

- **QA Committee:** Director Dodds reported that EMS Director Tuck Bierbaum, MD had reviewed 100% of ALS patient charts. The District remains in full compliance with all QA/QI internal and external policies and regulatory requirements Q4 of FY 14/15.

**Other:** The BOD recessed into closed session for an anticipated legal Issue. Executive Session was called to order by Director Perry and seconded by Director Beaty. After discussion, Director Perry motioned to adjourn the Executive Session until Thu Aug 20<sup>th</sup> and seconded by Director Hughes.

**Next Board of Directors Meetings:**

- Monday Sept 21, 2015, 4:30 pm, at Fort Ross School.
- Monday Oct 19, 2015, 4:30 pm, at CLSD HQ.

**Adjournment:**

Director Perry moved for adjournment at 5:45 pm, Director Dobbs seconded, all ayes.

Minutes approved:

\_\_\_\_\_ (Date) \_\_\_\_\_

COAST LIFE SUPPORT DISTRICT  
Post Office Box 1056 • Gualala, California 95445  
[www.clsd.ca.gov](http://www.clsd.ca.gov)



MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF DIRECTORS  
August 20th, 2015

**Call to Order.** Board President Hughes called the meeting to order at 4:30p.m. at the Bill Platt Training Center - CLSD Headquarters. Present: Directors Beaty, Bower, Hughes, Schwartz, André, Perry and DA Caley.

**Adoption of the Agenda.** Director Perry moved to adopt the agenda as amended, Director Schwartz seconded, all ayes.

**Privilege of the Floor- Public Comment.** (none)

**Closed Session: Anticipated Legal Issue:**

- In Closed Session Director Hughes moved and Director Beaty seconded a motion to discuss an anticipated legal issue and consider securing outside legal specialty services. After discussion, Director Perry made the motion to recommend the BOD place Legal Counsel on retainer to assist with a potential billing issue. The Motion was seconded by Director Beaty. Motion passed 6 Ayes. A motion was made by Director Perry to end the Closed Session seconded by Director André, all ayes.

**Open Session:**

- In Open Session, Director Beaty moved to open the session, seconded by Bower, all ayes.

**Other:** None.

**Next Board of Directors Meetings:**

- Monday September 21, 2015, 4:30 pm, at Fort Ross School.

**Adjournment:**

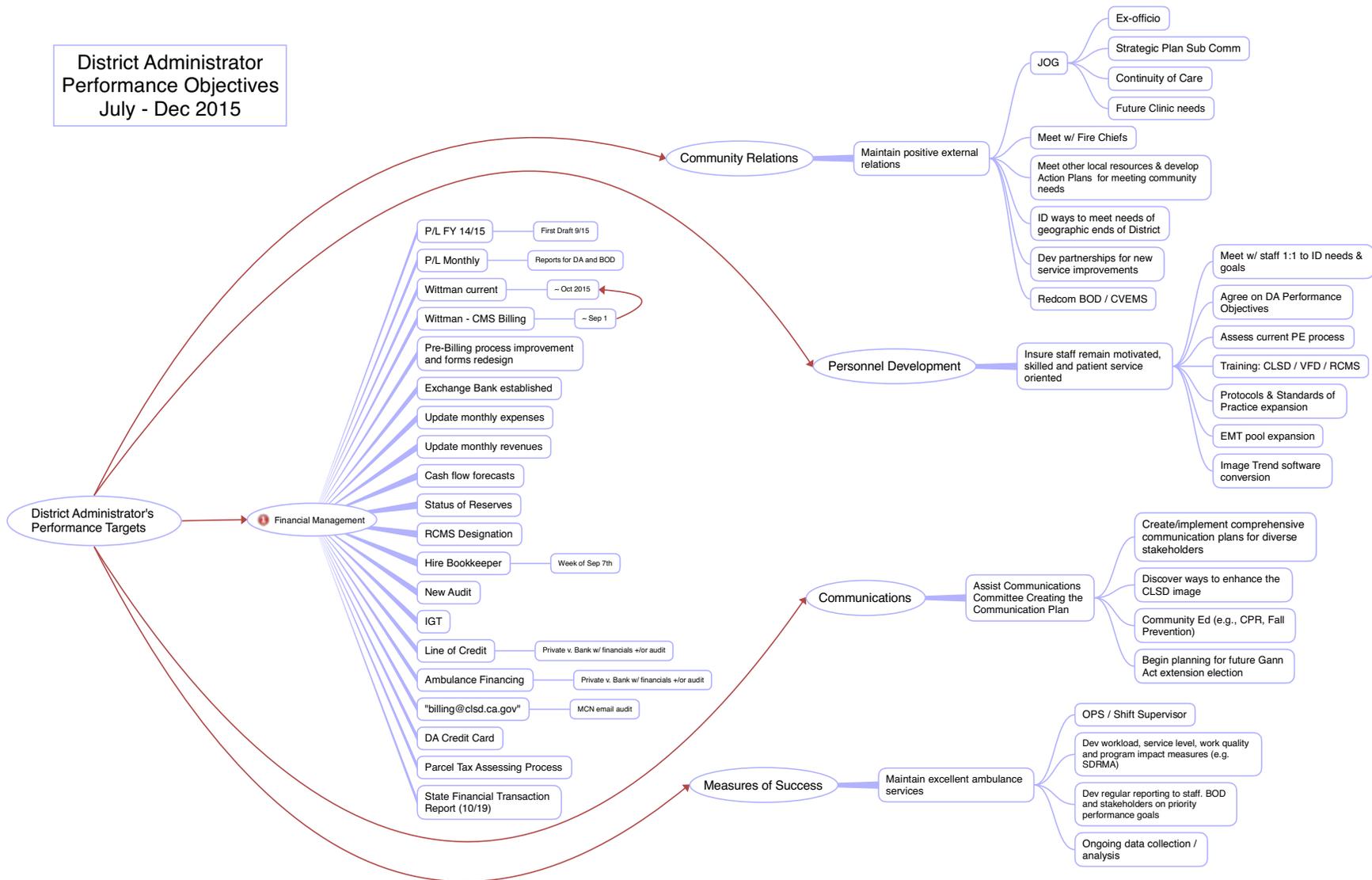
Director Perry moved for adjournment at 5:05 pm, Director Schwartz seconded, all ayes.

Minutes approved:

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Date

District Administrator  
Performance Objectives  
July - Dec 2015



**COAST LIFE SUPPORT DISTRICT**

**RESOLUTION No: 238**

**ADOPTION OF FINAL BUDGET FOR FISCAL YEAR 2016**

WHEREAS, Coast Life Support District Board of Directors, Finance Committee and Staff have reviewed the current financial position for the past year, and

WHEREAS, the District has a need to maximize its revenues, including maintaining the benefit assessment special tax rates as approved by the voters for Emergency Medical Services, and

WHEREAS, the District has reviewed the Ambulance billing charges, in order to maximize revenue while maintaining rates consistent with medical cost inflation,

WHEREAS, the District will not require the full assessment as authorized for Urgent Care services in order to fully fund the current program and provide adequate funds for development of the presently envisioned Urgent Care program and any other authorized use, and

WHEREAS, Reserve funding should remain at present levels to support contingencies and capital replacement requirements, and

WHEREAS, Coast Life Support District anticipates Revenues of the following:

|                        |                |
|------------------------|----------------|
| Sonoma County          | \$666,878      |
| Mendocino County       | \$895,107      |
| Ambulance Billings     | \$596,417      |
| Miscellaneous          | <u>\$6,638</u> |
| Total Budgeted Revenue | \$2,165,040    |

WHEREAS, the following Expenditures will provide the resources necessary to meet the established objectives for the next Fiscal Year:

|                             |                 |
|-----------------------------|-----------------|
| Ambulance Operations        | \$1,272,748     |
| Administration & Overhead   | \$117,305       |
| Urgent Care Program         | \$643,265       |
| Interest & Depreciation     | \$97,338        |
| Reserve Fund Increase       | <u>\$34,384</u> |
| Total Budgeted Expenditures | \$2,165,040     |

BE IT RESOLVED that the Board of Directors authorize its Officers, Administrator and Staff to make expenditures necessary to operate the Ambulance service and all Authorized programs,

BE IT FURTHER RESOLVED that the Board of Directors authorized the above amounts for the Coast Life Support District's Budget for Fiscal Year 2016.

The above resolution was introduced by Director Schwartz, who moved its adoption, seconded by Director Beaty, and passed and adopted on this 21<sup>st</sup> day of September 2015 by the following roll call vote:

Directors:     Hughes  
                  Beaty  
                  Bower  
                  Schwartz  
                  Dodds  
                  Perry  
                  André

Ayes:            Noes:           Abstain:           Absent:

WHEREUPON, the President declared the foregoing RESOLUTION adopted and SO ORDERED.

Naomi Schwartz, Secretary

**COAST LIFE SUPPORT DISTRICT  
RESOLUTION No. 239**

**RESOLUTION OF THE BOARD OF DIRECTORS OF COAST LIFE SUPPORT  
DISTRICT, STATE OF CALIFORNIA**

RESOLVED by the Governing Board of the Coast Life Support District, a bi-County District within the County of Sonoma and the County of Mendocino, State of California, that:

NOW, BE IT RESOLVED, that the Board of Directors Treasurer, the District Administrator, and the Operations Manager are authorized to open and maintain accounts with Exchange Bank as indicated on the signature card.

BE IT FURTHER RESOLVED, that the persons identified as signers on this card are authorized to conduct all business of financial institution accounts for the Coast Life Support District, including but not limited to (1) opening accounts, (2) closing accounts, and (3) depositing and withdrawing funds consistent with the indicated signature authorizations.

THE FOREGOING RESOLUTION was introduced by Director Hughes, who moved its adoption, seconded by Director \_\_\_\_\_, and then adopted by the following vote on the 21<sup>st</sup> day of September, 2015.

Director Hughes \_\_\_\_\_      Director Andre \_\_\_\_\_      Director Bower \_\_\_\_\_  
Director Dodds \_\_\_\_\_      Director Perry \_\_\_\_\_      Director Schwartz \_\_\_\_\_  
Director Beaty \_\_\_\_\_

Ayes: \_\_\_\_\_      Noes: \_\_\_\_\_      Abstain: \_\_\_\_\_      Absent: \_\_\_\_\_

WHEREUPON, the President declared the foregoing RESOLUTION adopted and

SO ORDERED

\_\_\_\_\_  
Naomi Schwartz, Secretary to the Board

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## DISTRICT ADMINISTRATOR'S REPORT – BOD MEETING SEPTEMBER 21, 2015

1. Financial Management remains to priority.
  - a. Wittman billing now has full capacity to bill Centers for MediCare and Medicaid Services (CMS) transports for CLSD. Interim period of over 90 days passed and logjam is flowing.
  - b. Wittman reporting capacity to update financials, determine immediate contractual write-downs when invoiced, better understanding of current net charges, payments, balances, and average net per run. For the period of Oct 1, 2014 – Aug 31, 2015, averaged \$1427/transport across the payer mix.
  - c. PCR's submission goal is within 48 hours of patient care.
  - d. OPS Manager and DA to now track PCR's through billing process to build redundancy
2. We've hired two new local EMTs. Please welcome
  - a. Goldie Pounds
  - b. Deanna \_\_\_\_\_
3. Transport Run Data – handout
  - a. July record month out of past 13 months = 52 transports
  - b. Aug = 39
4. Transition to Image Trend – new Patient Care Record software system Sept 24, 2015
  - a. Meets National EMS standards
  - b. Better data and reporting capacity to make better clinical decisions
  - c. Receiving facilities tied in and see incoming patient info (where wireless transmission available)
  - d. Automated import/export of live data through a Health Information Hub
  - e. Improved QA – can learn of patient outcomes
5. David Rice submitted his resignation effective Sept 27<sup>th</sup>. Thank you for years of service on the CLSD BOD, as DFO and to the community.
6. Jane Kelley will now take on bookkeeping services.

